



**NEWPORT BEACH FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

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NEWPORT BEACH FIRE DEPARTMENT
FIRE PREVENTION DIVISION
THIS FIRE PERMIT HAS BEEN APPROVED
BY: _____
DATE: _____

Application for
**TEMPORARY PERMIT TO OPERATE
CANDLES & OPEN FLAMES IN ASSEMBLY AREAS**

APPLICANT INFORMATION IF BUSINESS		APPLICANT INFORMATION IF NON BUSINESS	
Business Name:		Applicant Name:	
Address:		Address:	
Contact Name:		Email:	
Email:		Contact Phone:	
Contact Phone:			
EVENT INFORMATION			
Event Name:			
Facility Name:		Room Name / No.:	
Street No.:	Street Name:	Suffix (St., Ave., Dr., etc.):	Direction (N,W,S,E):
Event Date:	Event Time:	No. of Attendees:	
SPECIAL EVENT PERMIT INFORMATION			
<ul style="list-style-type: none"> ● Candles & Open Flames in Assembly Areas Quantity of candles _____ ▶ Arrangements to be secured together as one unit, trim wicks to reduce flame height and ensure approved conditions are followed. 			
SPECIAL EVENT FEES			
<ul style="list-style-type: none"> ● \$55.00 - Candles (includes first time and special event) 			
ADMINISTRATION ONLY			
<ul style="list-style-type: none"> ● Special Conditions of Permit Apply, <i>** (See conditions below and attached photograph)</i> Revenue Account Code: <i>CDD045</i> 			

Rates changed per new Master Fee Schedule adopted by Resolution No. 2021-21.

Note: Effective Temporary Permits to Operate Candles and Open Flames in Assembly Areas are not transferable. If business is sold, or if quantities or processes change, a new permit is required.

Special Conditions:

- ** All wicks must be cut low.**
- Water level 3 inches from top of all vase / containers**
- All vases / containers must be secured on flat surfaces with double back tape or glue**